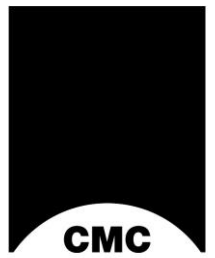


Intern Position Description



Department: Community Engagement and Public Programs

Intern Title: Public Programs Intern

Purpose: To help develop new programs for Museum Birthdays, Overnights and Scout Programs, and to assist with running these programs. Interns will have the opportunity to develop at least one new theme and its activities for each of these programs.

Background: Public Programs covers Museum Birthday Parties, Scout Programs and Overnights. These three programs are core parts of our engagement with the community. Birthdays help form lasting, positive memories of Museum Center that carry over well into adulthood. Scout Programs help Boy Scouts and Girl Scouts earn merit badges in areas that Cincinnati Museum Center has singular expertise and knowledge. Museum Overnights are a unique way for guests to experience a Museum in a completely new way by spending an evening playing, learning and sleeping in the museum galleries.

Location: Cincinnati Museum Center at Union Terminal, 1301 Western Avenue Cincinnati, OH 45203

Key Responsibilities:

- Assist with running Museum Birthday Programs (25%)
- Program writing and development (75%)

Requirements:

- Experience writing educational programs (classroom or informal education experience are both acceptable)
- Experience working with young children, families, scouts or school groups

Reports To: James Aubin, Manager of Public Programs

Length of Appointment: 10 weeks

Time Commitment: Minimum 10 hrs /week (hours are available 10-4 Monday-Saturday)

Benefits:

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center
- Free parking at Cincinnati Museum Center locations
- Discounts at food locations
- Invitations to select exhibit previews, special events and lectures
- Professional development, training opportunities and work experience

Dress Code: Office casual. More casual / durable attire (i.e. blue jeans and t-shirts) will be appropriate for certain days and work undertaken during the internship.

Age Requirement, if any:

Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:

- currently enrolled as an undergraduate student

Intern Position Description

- have graduated within the past year
- are currently enrolled in graduate school